

Command PASS Coordinator Toolbox

Navy Career Tools



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Description

- Navy Career Tools are web-based applications designed to support and enhance Sailor careers, career management, retention and professional development.
- The Pay/Personnel Administrative Support System (PASS) provides Sailors and commands with pay, personnel, passenger transportation, educational services, and other related support.
- The Command PASS Coordinator (CPC) serves as the critical link between an individual Sailor, his or her command, and the supporting Personnel Support Detachment (PSD), Customer Service Desk (CSD), or Navy Operational Support Center (NOSC). It is the responsibility of the CPC to ensure that all documents and information required to provide Sailor Pay and Personnel support are relayed to the appropriate supporting organization and in accordance with applicable policies governing accuracy and timeliness standards.
- This information sheet identifies the online applications the CPC must use when providing pay and personnel support for the command.

Sailor Personnel Support

Five online applications form the basic CPC Toolbox. It is your responsibility to use these tools to ensure Sailors are afforded every opportunity to achieve a successful Navy career and subsequent transition to civilian life.

- ▶ Official Military Personnel File (OMPF) Command View
- ▶ Electronic Service Record (ESR) Administrative View
- ▶ Fleet Training Management and Planning System (FLTMPs)
- ▶ Transaction Online Processing System (TOPS)
- ▶ Master Military Pay Account (MMPA) View Only Access

Find PASS references and CPC resources, including this information sheet, on the Navy Personnel Command (NPC) website located at <http://www.public.navy>. Hover over Support & Services. Click Pay Pers Support > CPC Resources.



Required Actions

- Use applications identified in the CPC Toolbox to provide Sailor Pay and Personnel Support.
- Maintain familiarization with PASS policy references. Use resources provided on the NPC "CPC Resources" web pages. See page 7 for a list of official websites.
- Attend all scheduled CPC training provided by the PSD, CSD or NOSC. If unable to attend, arrange to receive information via alternate means.
- Carefully review documents and information as they are routed between the Sailor and supporting PSD, CSD or NOSC to ensure forms are properly completed, required documentation and attachments are provided, and information appears to be sufficient to resolve the transaction in a timely manner.
- In every action, always protect the Sailor's Personally Identifiable Information (PII). If at any time PII is compromised, report the spillage as soon as it is discovered.
- When necessary, request assistance from your command Personnel/Admin Officer and Command Career Counselor.

See the following 5 pages, one for each CPC Tool.

Official Military Personnel File (OMPF) Command View

Description

OMPF Command View provides access to specific service record documents for personnel assigned to the UIC(s) for which access is granted. Access granted depends on whether the stakeholder is officer or enlisted. See **OMPF Command View Users' Guide** to determine which documents can be viewed.

- Note, individual Fleet users (officer and enlisted) automatically have access to their official record via OMPF My Record view.
- The Commanding Officer, Executive Officer and Command Master Chief have automatic access to command personnel records via OMPF Command View. The CO, XO or CMC may delegate an Administrator Access User who can then establish and manage OMPF Command View accounts for additional stakeholders, such as the Personnel Officer, CCC and CPC.

OMPF Command View provides the ability to download and print service record documents required to support personnel transactions.

 **CAC and CAC-enabled computer required.**

Log in to BUPERS OnLine (BOL) at <https://www.bol.navy.mil>.

- Click [OMPF - Command View](#) to view personnel documents

Find Supporting Information Online

Go to the Navy Personnel Command (NPC) website at <http://www.public.navy.mil/bupers-npc/Pages/default.aspx>.

- Click [Career Info > Records Management > OMPF - Command View](#)

Find Assistance or Help

Contact your Personnel/Admin Officer, CCC, PSD, CSD or NOSC.

On the NPC website, click [Career Info > Records Management > Military Personnel Records > Contact Us](#).

Contact the NPC Customer Service Center.

- 866-827-5672; DSN 882-5672; email cscemail@navy.mil



Required Actions

- Download the **OMPF Command View Users' Guide** from the NPC website. Click [Career Info > Records Management > OMPF - Command View](#). The guide provides step-by-step procedures for establishing access to OMPF Command View.
- Access, view, download and/or print OMPF documents only for official purposes and when documents are required to provide Sailor personnel support or to execute personnel transactions.
- Support Command stakeholders, such as the Training Officer, Education Services Officer, Command IA Coordinator, Security Officer, etc., by providing Sailor OMPF documents when required.
- At all times, you are required to protect the Personally Identifiable Information (PII) of command personnel and prevent the unauthorized access to, or loss of PII.
- Recommend to Sailors that they routinely view and verify their OMPF for accuracy and completeness. Download user aids located at [NPC > Career Info > Career Toolbox](#).



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Electronic Service Record (ESR) Administrative View

Description

ESR Administrative View provides access to all service record data for all personnel assigned to the UIC(s) for which access is granted, with the exception of officer FITREP data.

- Note, individual Fleet users (officer and enlisted) automatically have access to their ESR via the Self Service view.

In the Internet environment, log in to ESR via Navy Standard Integrated Personnel System (NSIPS) at <https://nsips.nmci.navy.mil>. (NSIPS is the portal to ESR).

- Using the dropdown menu, select Administrative View and then click Logon.

 **CAC and CAC-enabled computer required.**

Users on surface ships with NSIPS server installed, go to <http://nsipswebafloat>.

- Click Administrative View (no CAC required afloat)

Find Supporting Information Online

Go to Navy Knowledge Online (NKO) at <https://www.nko.navy.mil>.

- In the Quick Links box, click NSIPS
- In the Career Management heading, click Navy Career Tools

Go to the Navy Personnel Command (NPC) website at <http://www.public.navy.mil/bupers-npc/Pages/default.aspx>.

- Click Career Info > Records Management > Electronic Service Record (ESR)

Find Assistance or Help

Contact your Personnel/Admin Officer, CCC, PSD, CSD or NOSC.

Contact the NSIPS help desk.

- 877-589-5991, Option 2; DSN 647-5442, Option 2
- email nsipshelpdesk@navy.mil

Contact the NPC Customer Service Center.

- 866-827-5672; DSN 882-5672; email cscemail@navy.mil



Required Actions

- Download the **QuickStart for ESR Administrative View Access** from the Navy Knowledge Online (NKO) Navy Career Tools page. Use to complete the SAAR process and establish access to ESR Administrative View.
- Use NSIPS/ESR for routine maintenance and administration of personnel records.

Note, occasionally, in order to perform official tasks it may be necessary to obtain individual OMPF documents. Information found in OMPF but not in ESR includes Eval/FITREP narrative remarks, letters of extension for Eval/FITREP, SGLI/FSGLI election forms and certificates, Montgomery GI Bill contribution forms, and Personnel Reliability Program documents.

- Support Command stakeholders, such as the Training Officer, Education Services Officer, Command IA Coordinator, Security Officer, etc., by providing Sailor ESR data when required.
- Recommend to Sailors that they routinely view and verify their ESR for accuracy and completeness. Download user aids located at [NPC > Career Info > Career Toolbox](#).



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Fleet Training Management and Planning System (FLTMPS)

Description

FLTMPS integrates manpower, personnel, training and education (MPTE) information into a single reporting system. FLTMPS enables access to numerous reports to assist in monitoring and managing training requirements, unit manning, Sailor personnel records, and Sailor training status.

Using FLTMPS, CPCs can view Sailor's Administrative Data, NECs, Career History, Education, Language Skills, and Quals/Certs. Available reports include Advancement, Time-in-Rate Eligible, Projected Gains/Losses, Career Status Bonus, Education Summary, and Dependent Care Plan, among others. All reports can be printed and/or downloaded into Excel documents for viewing at a later date.

In the Internet environment, log in to FLTMPS at <https://ntmpsweb.nwptf.nuwc.navy.mil/Fltmpps/>.

 **CAC and CAC-enabled computer required.**

On surface ships with NIAPS 2.3 or higher installed, log into FLTMPS Afloat via the NIAPS Distance Support portal.

Find Supporting Information Online

Log in to FLTMPS at <https://ntmpsweb.nwptf.nuwc.navy.mil/Fltmpps/>.

- Review information provided on the [Help](#) tab

Find Assistance or Help

Contact your command Training Officer (TRAINO).

Contact NTMPS Support Office.

- 866-438-2898, Option 1; email ntmps.support@navy.mil

Use resources provided on the FLTMPS [Help](#) tab.



Required Actions

- Establish FLTMPS account at <https://ntmpsweb.nwptf.nuwc.navy.mil/Fltmpps/>. Click [NTMPS Access Request Application](#) and follow instructions provided.
- Monitor personnel gains and losses.
- Use reports to monitor and support Sailor advancement.
- Use report data to inform and update command leadership.
- Recommend to Sailors that they routinely view and verify their Electronic Training Jacket (ETJ) for accuracy and completeness (FLTMPS and ETJ share data sources).

NOTE: FLTMPS Afloat is available on surface ships with NIAPS 2.3 or higher, via the NIAPS Distance Support portal.



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Transaction Online Processing System (TOPS)

Description

TOPS enables designated command personnel to communicate safely and efficiently with the supporting PSD, CSD or NOSC via the Internet. Customer commands submit, track and receive feedback on pay and personnel related transactions.

TOPS uses secure network protocol to protect Sailors' Personally Identifiable Information (PII) when transferring personnel documents used to update NSIPS.

In the Internet environment, log in to TOPS at <https://twms.nmci.navy.mil/TOPS>.

 **CAC and CAC-enabled computer required.**

On surface ships, TOPS Afloat is currently offline. Once a new version has been developed and tested by Fleet users, TOPS Afloat will be installed on NIAPS.



Find Assistance or Help

Contact your Personnel/Admin Officer, CCC, PSD, CSD or NOSC.

Contact local PSD TOPS Network Account Manager (NAM).

- Request training
- Request information regarding local or customized policies

Contact TOPS Technology Team Help Desk.

- 619-532-2428; DSN 522; email mps-tops@navy.mil

Find Supporting Information Online

- See NAVADMIN 044/09

Required Actions

- Establish TOPS account via your local PSD TOPS Network Account Manager (NAM).
- Use TOPS as directed by NAVADMIN 044/09.
- Use TOPS to submit personnel documents to PSD, CSD or NOSC for subsequent data entry into NSIPS.
- Recommend to Sailors that they monitor OMPF and ESR closely and routinely verify proper documentation of personal, personnel, and career information.
- Use MMPA to verify status of pay and personnel action requests submitted to the PSD for processing (see next page).



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Master Military Pay Account (MMPA) View Only Access

Description

MMPA enables authorized personnel to verify the status of requested pay and personnel actions submitted to the PSD for processing. MMPA also provides the ability to view the status of all non-Defense Travel System (DTS) claim settlements and travel advances.

Log in to MMPA via the Multi-Host Internet Access Portal (MIAP) at <https://miap.csd.disa.mil/portal.html>.

 **CAC and CAC-enabled computer required.**

Find Assistance or Help

Contact Multi-Service Operational Support Team.

- 800-443-2448, Option 2; DSN 430-7426, Option 2; email miap@mech.disa.mil

Find Supporting Information Online

- For MMPA, download the MMPA Read Guide at <https://dfas4dod.dfas.mil/systems/djms/mmpa.pdf>
- See message: DFAS CLEVELAND OH 081330Z JAN 10
- See message: DFAS CLEVELAND OH 261000Z MAR 09
- For MIAP, go to <https://miap.csd.disa.mil>. Click Enter MIAP Portal. Underneath the Link Library heading, click MIAP User Manual v10
- Download DD FORM 2875 SAAR at <http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2875.pdf>



Required Actions

- Establish MIAP account via the online application. Go to MIAP at <https://miap.csd.disa.mil>. Click Enter MIAP Portal and follow directions to “Create New Account”.
- Establish MMPA account via the following steps (access limited to two positions within a command and renewed each year):
 1. Complete DD FORM 2875 SAAR (do not use OPNAV 5239/14 SAAR-N), digitally sign, and attach to Letter of Certification.
 2. Submit Letter of Certification signed by the CO to Director, Field Services, DFAS Cleveland, Code JFLG, as follows:

“SUBJECT: REQUEST FOR ACCESS TO NAVY MMPA
A. Request creation of account(s) for view-only access within Navy DJMS-AC to facilitate pay inquiries for Navy personnel under UIC(s):
B. In support of this request, the following personnel are identified for access: (Provide Applicant’s Name, Last 4 SSN or Last 4 of CAC number (see para 5 of JAN 10 DFAS message), Current UIC, Rating/Rank, Command Name, and email.)
C. I certify that the person(s) listed represent(s) this command and access to the NAVY DJMS-AC MMPA is warranted.”
 3. Submit Letter and SAAR via digitally signed AND encrypted email to ccl-mmpa@dfas.mil.
- Use MMPA to verify status of pay and personnel action requests submitted to the PSD for processing.



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Websites for PASS Information



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Description

The Internet provides multiple resources. You are cautioned to use only official websites to obtain current information, policy and documents.

Navy Personnel Command (NPC)

<http://www.public.navy.mil/bupers-npc/Pages/default.aspx>

- NPC > Support & Services > Pay Pers Support > [CPC Resources](#)
- NPC > (Career Links) > [My Personnel Information](#)
- NPC > (Career Links) > [Career Toolbox](#)
- NPC > Reference Library > [Messages](#)
- NPC > Reference Library > [MILPERSMAN](#)

Navy Knowledge Online (NKO)

<https://www.nko.navy.mil/>

- NKO > Career Management > Navy Career Tools
- NKO > Quick Links > NSIPS

Navy Directives (Instructions)

<http://doni.daps.dla.mil/default.aspx>

Defense Finance and Accounting Service (DFAS)

<http://www.dfas.mil/>

- DFAS > Military Members > Pay & Allowances
- DFAS > Military Members > Pay Deductions

DoD Military Pay Policy and Procedures

<http://comptroller.defense.gov/fmr/current/07a/index.html>

Travel Policy and Procedures

<http://comptroller.defense.gov/fmr/current/09/index.html>

Defense Travel - Allowances (Per Diem, BAH, etc)

<https://www.defensetravel.dod.mil/site/allowances.cfm>

Joint Federal Travel Regulations

<http://www.defensetravel.dod.mil/site/travelreg.cfm>



Required Actions

- You are serving in a position of significant trust with access to the personnel records (data and documents) of command personnel. AT ALL TIMES, YOU ARE TO PROTECT THE PERSONALLY IDENTIFIABLE INFORMATION (PII) OF COMMAND PERSONNEL AND PREVENT THE UNAUTHORIZED ACCESS TO, OR LOSS OF PII.
 - PII is any information that can be used to distinguish or trace an individual's identity. Examples include, but are not limited to: name, Social Security number (SSN), date of birth, home address, home phone number, personal email address, family data, religion, race, national origin, fingerprints, photographs, performance ratings, security clearance level, leave balances, types of leave used, financial information, and medical information.
 - **IMPORTANT:** Full and partial SSNs associated with a name are especially sensitive and commonly found on many service record documents. Special care should be taken to safeguard these sensitive personal elements from persons without a need to know.